

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH  
EDELMAN-WESTSIDE MENTAL HEALTH CENTER  
CHILD AND FAMILY PROGRAM**

**TRANSFER OPPORTUNITY**

**This is not an official examination bulletin**

**MEDICAL CASE WORKER I or II (Spanish-Speaking)**

The Edmund D. Edelman Westside Mental Health Center – Child and Family Program is seeking a Spanish-Speaking Medical Case Worker I or II for its Directly Operated Clinic in West Los Angeles.

**ESSENTIAL DUTIES:**

- Work as part of a multi-disciplinary team
- Provide culturally-competent case management and linkage to children and families
- Provide mental health resources, referrals, and linkages to other community agencies/organizations
- Assist in linking Spanish-Speaking families to Psychiatric/Medication Support Services
- Serve as the initial point of contact for new referrals
- Collect data for call logs
- Participate in on-going training, supervision, and consultation
- Participate in case dispositions/team conferences, case consultations, quality assurance, quality improvement, and case review activities
- Collaborate with DCFS, School Districts, Probation, other Mental Health clinics, along with Community-Based organizations
- Ability and willingness to travel to community events
- Ability and willingness to facilitate groups
- Document all services provided and submit paperwork in a timely fashion

**DESIRABLE QUALIFICATIONS:**

- Knowledge of community resources located in Service Area 5
- Excellent organizational, interpersonal, oral, and written communication skills
- Bilingual Spanish Proficiency
- Proficiency in computer skills (IS reports) and programs such as Microsoft Word, Outlook, Excel, PowerPoint, etc.
- Reliable, flexible, and ability to have evening hours

Interested individuals, who currently hold the title of MCW I or II may fax or email a copy of your resume, last two (2) PEs, and last two (2) years of your Master Timecard to:

**Patrice M. Grant, PhD ▪ MHC Program Head**

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